

(SEE STATE ADMINISTRATIVE MANUAL 0200 FOR TRAVEL REGULATIONS)

Social Security Number

Official Station

I do not have a travel advance

☐ I do have a travel advance from my agency or State Treasurer

Signature of Traveler

P - Plane

X - Passenger in Car

PP - Private Plane

PT - Public Trans: Subway, City Bus

PC - Private Car

SC - State Car: Motor Pool or Agency Car

OT - Other*: Limousine, Taxi, Shuttle, Rental Car, Inter-City Bus, Railroad

A - ATM Fees*

I - Incidental Expense

Traveler:

LEPC Member

State Officer or Employee

Board or Commission Member

Independent Contractor Whose Contract

Provides for Travel

Total of this Claim	0.00
Less Travel Advance Received from the Traveler's Agency or State Treasurer:	0.00
Balance Due to Traveler:	0.00

"Other" transportation expenses

ATM and bank transactions

-of-state hotel & transportation expenses

Traveler is personally liable for repaying advances and Travel Card charges.

This form is used for the State to reimburse the traveler and must be submitted within one month of completion of travel unless prohibited by exceptional circumstances (SAM 0220.0).